



12th November 2024

Dear Councillor,

I hereby summon you to attend a meeting of **Peterlee Town Council** on **Monday 18th November 2024** In the **Council Chamber, Shotton Hall, Peterlee, SR8 2PH** at **6.30pm**

Mr I Hall
Town Clerk

Members of the public are very welcome to attend our meetings. We have a limited number of designated public seating in our Council Chamber and so any members of the public wishing to attend to observe the meeting are advised to contact the Council in advance so that we can reserve a seat for you: council@peterlee.gov.uk or (0191) 5862491.

AGENDA

1. **Apologies for Absence**
2. **To receive declarations of interest**
Members are reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. Please seek advice from the Town Clerk or Deputy Town Clerk **prior to the meeting** if in doubt. Members are reminded that they can check their published declaration of interests here: <https://bit.ly/2wVyeLA>
3. **Public Participation**
Members of the public will have an opportunity to put questions to the Council. This item of business to last no more than 15 minutes, as per Council Standing Orders.
4. **Minutes**
To approve the Minutes of the following meeting:-
 - a. Council held on 4th November 2024
5. **Councillor Vacancy- Eden Hill Ward**
Report of Town Clerk
6. **Increase in Employer National Insurance Costs**
Report of Town Clerk
7. **Requested Amendment to Neighbourhood Services Team Working Week**
Report of Acting Neighbourhood Services Manager. (Attached)

- 8. Eden Lane MUGA**
Report of Town Clerk. (Attached)
- 9. Installation of Air Conditioning, The Pavilion**
Report of Acting Pavilion Centre Manager. (Attached)
- 10. Exclusion of Press and Public**
To resolve that in view of the confidential nature of the items to be discussed, the committee pass the formal resolution to exclude the press and public from the meeting, pursuant to the Public Bodies (Admissions to Meetings) Act 1960 & the Local Government (Access to Information) Act, Part 1, due to the commercial and personal information contained in the report.
- 11. Sale of Shotton Hall**
To update Members in relation to the highest offer received for Shotton Hall.
Representatives of Align Chartered Surveyors will be present at the meeting.

PETERLEE TOWN COUNCIL

Minutes of the **Town Council** meeting held on **Monday 4th November 2024** at 6.30pm in the Council Chamber, Shotton Hall, Peterlee.

Present: Councillor D. Howarth (Mayor) and Councillors J. Black, R. Burnip, M. Cartwright B. Fishwick, K. Hawley, A. Laing, S McDonnell, R. Moore, R. Scott and S. Simpson

Also Present: Ian Hall (Chief Officer and Town Clerk), Wayne Harriman (Acting Neighbourhood Services Manager) and David Anderson (Locum Democratic Services Manager)

C. Black (Align Chartered Surveyors) and D Leask (NEREO)

1 member of the public was present.

C.89/24 APOLOGIES FOR ABSENCE

Apologies for absence were offered from Councillors, K. Duffy, T. Duffy, S Franklin, D. Hawley, K. Liddell, M. McCue, A Meikle and A Stockport.

RESOLVED: That the apologies be noted.

C.90/24 DECLARATIONS OF INTEREST

None submitted.

C.91/24 PUBLIC PARTICIPATION

No questions were raised during public participation.

C.92/24 MINUTES

- a. Finance Sub-Committee held on 21st October 2024
- b. Council held on 21st October 2024

RESOLVED: That the Minutes of the above meetings be approved as a correct record.

C.93/24 SHOTTON HALL FIRE ALARM SYSTEM

The Town Clerk gave a verbal update with regard to the fire alarm system at Shotton hall.

Members noted that work had been carried out to rectify faults on the fire alarm system. The company that monitored the system, Phoenix Eye, were to carry out tests prior to re-establishing remote monitoring. In the meantime Phoenix Eye was providing a physical presence overnight to monitor the building.

RESOLVED: That the information be noted and action taken be endorsed.

C.94/24 STAFF PAY AWARD 2024/25

Members noted details of the Local Government Services pay agreement for 2024/25. The new pay rates would be applied from 1st April 2024 and paid as soon as practicable.

RESOLVED: That the Local Government Services Pay Agreement for 2024/25 be noted and arrangements be made for payments to be made as soon as practicable.

C.95/24 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That in view of the confidential nature of the items to be discussed, the Council passed a formal resolution to exclude the press and public from the meeting, pursuant to the Public Bodies (Admissions to Meetings) Act 1960 & the Local Government (Access to Information) Act, Part 1, due to the commercial and personal information contained in the report

C.96/24 PETERLEE & HORDEN RUGBY CLUB: SERVICE LEVEL AGREEMENT FOR GROUNDS MAINTENANCE

Consideration was given to a report of the Acting Neighbourhood Services Manager, which had been circulated with the agenda, in relation to a service level agreement for the Town Council to provide grounds maintenance services for Peterlee & Horden Rugby Club covering the period 1st April 2024 to 31st March 2027.

Members were of the opinion that the Rugby Club was to make its own arrangements for grounds maintenance after the initial three-year period, which expired on 31st March 2024. The Acting Neighbourhood Services Manager explained that the grounds maintenance service provided an income for the Council and that an annual inflationary increase was applied to the charge during the term of the agreement. The charge covered the cost of providing the service.

Members were in agreement that the SLA be agreed and reviewed by the new council following the elections in May 2025.

- RESOLVED**
1. That the Service Level Agreement for the Town Council to provide grounds maintenance services for Peterlee & Horden Rugby Club covering the period 1st April 2024 to 31st March 2027 be agreed.
 2. That the Service Level Agreement be reviewed by the new Council following the local elections in May 2025.

C.97/24 SHOTTON HALL

C. Black, Align Chartered Surveyors, presented a report, which was circulated at the meeting, giving an analysis of offers received for Shotton Hall.

Following detailed discussion Members agreed that further information be sought in relation to the proposal put forward by the highest bidder, as identified in the report.

RESOLVED That Align Chartered Surveyors obtain further information in relation to the proposal put forward by the highest bidder, as identified in the report

C.98/24 STAFFING RESTRUCTURE: CONTEXT STATEMENT

The Town Clerk gave a presentation on the staffing restructure with particular attention being given to the Context Statement.

RESOLVED That the staffing restructure and context statement be agreed and arrangements be made to implement the new structure.

- Report to:** Peterlee Town Council
- Date of Meeting:** 18th November 2024
- Subject:** **Councillor Vacancy – Eden Hill Ward**
- Report of:** Town Clerk
- Report Purpose:** To update Members with regard to the response to the Notice of Vacancy and next steps.
- Detail:** Members are aware that a Councillor vacancy had arisen in the Eden Hill Ward due to the resignation of Councillor Debbie Quinn.
- Durham County Council’s Electoral Team was advised of the vacancy and a Notice of Vacancy was subsequently posted on 25th October 2024. The deadline for the receipt of ten signatures to call a by-election expires on 14th November 2024, which is after the publication of the agenda. Members will therefore be advised at the meeting whether the required number of signatures has been received.
- Next steps** **If ten signatures have been received** a Notice of Election will be posted seeking candidates for a by-election.
- If ten signatures have not been received**, as it is within six months of the date when elected members would ordinarily retire (5th May 2025), it is within the discretion of the Council whether to seek to fill the vacancy by co-option.
- Recommendation:**
1. That, subject to an election being called, Members note the position and a Notice of Election be posted calling for candidates, or
 2. That, subject to an election not being called, Members consider whether to seek to fill the vacancy for the remainder of the term by co-option.

Appendix 1: Implications

Finance	No direct implications
Staffing	No direct implications
Risk	No direct implications
Equality and Diversity, Cohesion and Integration	No direct implications
Crime and Disorder	No direct implications
Consultation & Communication	No direct implications
Procurement	No direct implications.
Legal	No direct implications

Report to: Peterlee Town Council

Date of Meeting: 18th November 2024

Subject: **Increase in Employer National Insurance Costs**

Report of: Town Clerk

Report Purpose: To advise Members of the increase in National Insurance (NI) costs announced in the Autumn Budget.

Detail: The National Association of Local Councils has advised that parish and town councils will not be compensated for the increase in NI costs announced in the Autumn Budget.

NALC has issued the following statement:

“We are deeply concerned that the government does not intend to compensate parish and town councils for the increase in the rate of employer National Insurance Contributions (NICs) from 13.8% to 15% from April 2025, announced in the Autumn Budget 2024. Our initial analysis shows this increase could cost the sector around £10 million a year.

The chancellor of the exchequer, Rachel Reeves MP, delivered her first Autumn Budget to parliament on 30 October 2024. The most significant announcement which will affect parish and town councils is that the government is increasing the rate of employer NICs from 13.8% to 15% and reducing the per-employee threshold at which employers become liable to pay National Insurance (the Secondary Threshold) from 6 April 2025 to £5,000.

Since the Budget, we have been pressing the Ministry for Housing, Communities and Local Government (MHCLG) to clarify whether our councils will be included in compensation to public sector employers for employer NICs bills. We are disappointed in the response we have now received from MHCLG officials that parish and town councils will not be compensated for this increase.

While we will be urging the government to rethink its position, in the meantime, we recommend that councils and county associations assess the financial implications for them in the current budget round for 2025/26. We are continuing to engage with MCHLG officials. We will provide a briefing shortly, including what further representations we will be making and how parish and town councils and county associations can help”.

Implications of the increase in NI costs are being assessed and will be reported within the budget report for 2025/26 in due course.

Recommendation: That the information be noted.

Appendix 1: Implications

Finance	Implications are being assessed and will be reported in due course.
Staffing	No direct implications
Risk	No direct implications
Equality and Diversity, Cohesion and Integration	No direct implications
Crime and Disorder	No direct implications
Consultation & Communication	No direct implications
Procurement	No direct implications.
Legal	No direct implications

Report to: Peterlee Town Council

Date of Meeting: 4th November 2024

Subject: **Requested Amendment to Neighbourhood Services Team Working Week**

Report of: Acting Neighbourhood Services Manager

Report Purpose: The report provides members with a summary of a proposal that has come from the Neighbourhood Services Team to amend the working week.

Background: Members will be aware the Neighbourhood Services Team work a 37-hour week on the following basis, which has been in place since 2019.

Monday to Thursday 07:30am to 15:30pm
Friday 07:30am to 15:00pm

A suggestion has been put forward by the Neighbourhood Services Team to trial an amendment to the working week, keeping the 37 hours but changing the starting times Monday – Friday and the finishing time on Friday as follows:

Monday to Thursday 07:00am to 15:30pm
Friday 07:00am to 12:00pm

Operational advantages and disadvantages are as follows

Advantages

- Providing a more efficient winter maintenance programme, i.e. Gritting, snow clearing & path/road clearance service.
- Earlier response time for damaged trees in gale conditions.
- Better work life balance.
- No cost implications.

Disadvantages

- Friday interments are not a regular occurrence. However these could be accommodated if/when necessary with the introduction of a rota system for burials.

Recommendation: Members are asked to consider the above request for a given trial period of 6 months.

Appendix 1: Implications

Finance No direct implications.

Staffing No direct implications

Risk No direct implications

Equality and Diversity, Cohesion and Integration – No direct implications

Crime and Disorder – No direct implications

Consultation & Communication – Proposal was put forward by Neighbourhood Services Team.
All staff affected by the proposal are in favour.

Procurement No direct implications.

Legal No direct implications

Report to: Peterlee Town Council

Date: 18th November 2024

Report of: Ian Hall, Chief Officer & Town Clerk

Subject: **Eden Lane MUGA.**

Purpose: To approve the contractor to complete the works for removal and installing the MUGA at Eden Lane.

Background: Members will be aware that the Town Councils applied for funding to complete capital project. This included the MUGA at Eden Lane. The Town Clerk had confirmation on a successful bid for 106 monies to cover the cost.

Detail: This report provides 3 quotes from specialist contractors to carry out the works. The acting neighbourhood services manager contacted 3 companies

1. Company A £35,000.00
2. Company B £50,000.00
3. Company C £147,000.00

Recommended: That Company A (Rennyco) be awarded the contract of works.

Appendix 1: Implications

Finance - no direct implications as the works will be completed using section 106 money.

Staffing - no direct implications

Risk - no direct implications

Equality and Diversity, Cohesion and Integration – no direct implications

Crime and Disorder – no direct implications

Consultation & Communication – the proposals contained within this report has been discussed with the Town Council's senior management team.

Procurement – The procurement process for this report will fall in line with the Council's Financial Regulations.

Legal - no direct implications

Report to: Peterlee Town Council

Date: 18th November 2024

Report of: Ian Hall, Chief Officer & Town Clerk

Subject: **Installation of Air Conditioning, The Pavilion**

Purpose: To approve the contractor to complete the works to install air condition at the Pavilion.

Background: Members will be aware that the Town Councils applied for funding to complete capital project. This included air conditioning at the Pavilion. The Town Clerk had confirmation on a successful bid for 106 monies to cover the cost.

Detail: This report provides 4 quotes form specialist contractors to carry out the works. The acting Pavilion manager contacted 4 companies

1. Company A – £44,663.36
Location - Main Hall & Bar
Equipment - Fujitsu
2. Company B - £38,774.40
Location - Main hall, Bar, Harry Bennet & William Jeffery
Equipment - Mitsubishi
3. Company C - £58,796.40
Location - Main hall, Bar, Harry Bennet & William Jeffery
Equipment – Mitsubishi
4. Company D - £24,799.43
Location - Main hall, Bar, Harry Bennet & William Jeffery
Equipment Fujitsu

Recommendation: That Company D be awarded the contract of works.

Appendix 1: Implications

Finance - no direct implications as the works will be completed using section 106 money.

Staffing - no direct implications

Risk - no direct implications

Equality and Diversity, Cohesion and Integration – no direct implications

Crime and Disorder – no direct implications

Consultation & Communication – the proposals contained within this report has been discussed with the Town Council's senior management team.

Procurement – The procurement process for this report will fall in line with the Council's Financial Regulations.

Legal - no direct implications